

GENERAL SERVICES ADMINISTRATION ROUTING SLIP																																																
TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10																																					
NAME/TITLE						CORRESPONDENCE SYMBOL																																										
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☐ ALLOTMENT SYMBOL ☐ APPROVAL ☐ AS REQUESTED ☐ CONCURRENCE ☐ CORRECTION ☒ FILING ☐ FULL REPORT ☐ ANSWER OR ACKNOWLEDGE ON OR BEFORE _____ ☐ PREPARE REPLY FOR THE SIGNATURE OF _____ ☐ HANDLE DIRECT ☐ IMMEDIATE ACTION ☐ INITIALS ☐ NECESSARY ACTION ☐ NOTE AND RETURN ☐ PER OUR CONVERSATION ☐ PER TELEPHONE CONVERSATION ☐ READ AND DESTROY ☐ RECOMMENDATION ☐ SEE ME ☐ SIGNATURE ☐ YOUR COMMENT ☐ YOUR INFORMATION																																																
REMARKS																																																
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